

EDITED TASK LISTING

CLASS: RECREATION THERAPIST, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Facilitate services for mentally ill inpatients and outpatients [e.g., general population, Correctional Treatment Center (CTC), Enhanced Outpatient Program (EOP), Correctional Clinical Case Management Services (CCCMS), Psychiatric Service Unit (PSU), Administrative Segregation Unit (ASU), Security Housing Unit (SHU)], via individual and group activities of a social and physical nature such as indoor and outdoor games, exercise, sports, arts and crafts, dramatics, music, and other special events to address mental health and physical impairments and to maximize individual's highest physical and emotional functioning level in programs utilizing recreational and sports equipment, art and craft materials, musical instruments, audio/visual technology, etc. per individual treatment plan.
2.	Motivate (e.g., verbally and non-verbally) inmate/patients in a program of individual and group activities of a social and physical nature such as indoor and outdoor games, exercise, sports, arts and crafts, dramatics, music, and other special events to address mental health and physical impairments and to maximize individual's highest physical and emotional functioning level utilizing effective communication and interpersonal skills, demonstration of practical skills, sports equipment, art and craft materials, musical instruments, audio/visual technology, etc. per individual treatment plan.
3.	Plan entertainment activities for inmate/patients in order to increase social interaction, express creative emotions and demonstrate individual skills in performing structured leisure activities utilizing effective communication skills, institutional and community resources, institutional operational procedures, coordinate event scheduling with other affected institutional staff, recreational equipment, musical instruments, audio/visual technology, etc. per individual treatment plan.

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4.	Implement entertainment activities for inmate/patients in order to increase social interaction, express creative emotions and demonstrate individual skills in performing structured leisure activities utilizing recreational equipment, musical instruments, audio/visual technology, etc. per individual treatment plan.
5.	Supervising inmate/patients during therapeutic and entertainment activities to increase their social interaction, appropriately express their emotions/physical behaviors, and individual functioning level, etc. in structured leisure activities by utilizing effective communication and interpersonal skills, recreational equipment, musical instruments, audio/visual technology, institutional policies and procedures etc. per Mental Health Services Delivery System (MHSDS) Program Guide and institutional policies and procedures.
6.	Conduct initial recreational therapy assessments of inmate/patients to identify their impairment(s), (e.g., neuro-physiological and psychosocial, etc.), and match with the appropriate therapeutic intervention (individual versus group activities) by utilizing recreational therapist interview, medical records and consultation with other staff members per MHSDS Program Guide and institutional policies and procedures.
7.	Present (orally and written) recreational therapy assessments on inmate/patients in coordination with other Interdisciplinary Treatment Team (IDTT) members for the development of the inmate/patients' individualized treatment plan to identify individuals impairment(s), and match with the appropriate therapeutic intervention (individual versus group activities) by utilizing communication skills, clinical knowledge, assessment data, policies and procedures per MHSDS Program Guide and institutional policies and procedures.

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8.	Observe inmate/patients behavior, degree of program participation and treatment progress toward treatment goals utilizing knowledge of inmate/patient (limitations, risks, deficits, strengths and weaknesses, etc.) and their treatment plan/goals to record clinical progress notes, initiating referrals, communicating observations with other institutional staff, per MHSDS Program Guide.
9.	Document inmate/patients contacts by recording (by writing or electronic entry) assessments, progress notes, treatment plans, chronos, etc. to provide patient information to treatment providers (e.g, psychologist, psychiatrist, social workers, registered nurses, etc.), using appropriate forms and formats, clinical and program knowledge, communication skills, institutional policies and procedures, etc. in accordance with MHSDS Program Guide and institutional policies and procedures.
10.	Order recreational and program supplies (e.g., softball, table games, volleyball, basketball, football, arts and crafts, etc.) and equipment (e.g., video players, radio, television, music instruments, etc.) for implementation of inmate/patient treatment activities by completing purchase order requests, vendor contract agreements, departmental policy and procedures as required by MHSDS Program Guide and departmental policy and procedures as needed.
11.	Inventory recreational and program supplies/equipment purchased through outside vendors that are used for implementation of inmate/patient treatment activities, to reconcile purchase order requests to maximize accountability, maintain safety of equipment, and ensure the appropriate levels of supplies/equipment necessary for continuity of program activities utilizing equipment and inventory checklists, incident and property damage report, work order request, departmental policy and procedures, etc. per departmental policy and procedures.

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12.	Supervise the conduct of inmates to maintain institutional safety and security by notifying correctional staff promptly using oral and written communication when there is a serious issue of institutional safety and security (e.g., suicide risks, threats against staff and inmates, escape risks, etc.) as required by institutional policy and procedures.
13.	Secure working areas and work materials to ensure institutional safety and security by inspecting premises, controlling equipment (e.g., keys, personal alarms, timers, hand trucks) disposing of sensitive material properly, etc. as required by institutional policy and procedures.
14.	Provide crisis intervention and counseling to inmate/patients who are at risk of danger to self or others by utilizing knowledge of personality development, crisis identification and intervention, institution policies and procedures, etc. in order to safeguard the health and welfare of inmate/patients and other staff as required in MHSDS Program Guide and institutional policies and procedures.
15.	Provide supervision of inmate workers who assist recreational therapist during scheduled recreational and leisure activities to ensure continuity of program activities, (e.g., set up activity area, roster roll call, clean-up, assist other inmates in completing institutional forms, etc.) using appropriate selection, training, supervisory skills, institutional policies and procedures per institutional policies and procedures.
16.	Participate in administrative meetings (e.g., staff, safety, credentialing, etc.) and clinical meetings (e.g., IDTT, Quality Improvement Team, Peer Reviews Suicide Prevention) to exchange information that relates to program updates, program barriers, and anticipation of future program needs using effective communicative and interpersonal skills, clinical and program knowledge, clinical and program experience, and knowledge of institutional operations to meet MHSDS and regulatory agency guides as required.

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17.	Conduct training for correctional staff (e.g., Basic Correctional Officer Academy (BCOA), In-Service Staff Training) and other agencies (e.g., universities, California Parks and Recreation Society (CPRS) symposiums, Healthcare Services Division, etc.) to inform participants about specialized correctional health programs (i.e., Mental Health Services Delivery System (MHSDS), Disability Placement Program (DPP), Developmentally Disabled Program (DDP)) using clinical and program knowledge/experience, professional training, communication skills, etc. as needed.
18.	Conduct information/recruitment seminars at universities or colleges to promote recruitment for potential recreation therapists by utilizing communication skills, job description, salary and benefits, review the roles of a recreational therapist in the correctional mental health system, current employment opportunities, and State Personnel Board employment procedures at the request of Health Care Services Division.
19.	Supervise recreational therapy interns to provide standardized training in the provision of correctional mental health services by utilizing orientation, observation, record reviews, and evaluations, to abide by the internship and institutional (educational and correctional) requirements as mandated by CPRS and NCTRC certification process as assigned.

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20.	Attend educational courses (e.g., workshops, seminars, home study, etc.) for professional development (e.g., programming, yoga, arts and crafts skills, social interaction skills, movement therapy, indoor/outdoor sports music therapy, etc.) to keep abreast of clinical knowledge, enhance clinical skills, and meet certification requirements of the California Board of Recreation and Parks Certification and National Council for Therapeutic Recreation Certification as required.